



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

**MEMORANDUM**

**TO:** District Superintendents

**FROM:** Mellanie B. Jinnette, CFO  
Office of Finance

**DATE:** July 2, 2015

**RE:** Authorized Signature Form

The Office of Finance needs to update the authorized signature form for the Superintendent and designee(s). Please complete the attached form and submit to Kim Moss at [kmoss@ed.sc.gov](mailto:kmoss@ed.sc.gov) by Monday, July 27, 2015.

If you have any questions, please call me at (803) 734-8122. Thank you for your cooperation in this matter.

/km

Attachment

cc: School Business Officials